

Approval for Extended Day, Out-of-Area, and Overnight Field Trips



Office of School Support and Improvement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 210-4
July 2018

TO BE COMPLETED BY THE TRIP SPONSOR AND SUBMITTED TO THE DIRECTOR IN THE OFFICE OF SCHOOL SUPPORT AND IMPROVEMENT (OSSI) AT LEAST FOUR WEEKS PRIOR TO PARENT/GUARDIAN NOTIFICATION OF THE PROPOSED TRIP. THE COMPLETED SUPPORTING DOCUMENTS MUST ACCOMPANY THIS FORM.

School _____ Grade Level/Group _____

Dates(s) of trip _____ No. of Students _____ Per Student Cost _____

Time of Departure from School _____ Time of Arrival at School _____

Location of trip (include city and state) _____

Transportation: MCPS Bus MCPS Approved Bus Carrier (Name: _____)

Public Transportation (Specify: _____) Walking

Riding in a vehicle with Parent Guardian Staff Student

Purpose of Trip _____

Are parents/guardians invited to attend trip? Yes ___ Chaperones at no charge. ___ Volunteers at _____ cost No

Students cannot be denied the opportunity to attend a trip due to financial hardship. A student financial hardship statement must be on the orientation letter. Example: "If you need to make special arrangements to cover the cost of the trip, please contact your child's teacher in writing prior to the deadline indicated. Any correspondence will be kept confidential."

Sources of money for those students unable to pay (specify IAF account) _____

Arrangements for students not participating in this trip _____

I have read [MCPS Regulation GCA-RA](#), [Employee Conflict of Interest](#), and my participation in this trip is not a conflict of interest. I certify that the following forms have been completed and are attached to this form.

Letter informing parents/guardians of trip objectives, itinerary, meal accommodations, student behavior expectations, roles of chaperones, special instructions, deadline for returning permission slip and money, and student financial hardship statement.

Confirmation of [online child abuse and neglect training](#) for volunteers.

Confirmation of fingerprint/background check for volunteers (required for field trips returning after 7:00 p.m., and overnight field trips).

[MCPS Form 210-5, Emergency Plan for Extended Day, Out-of-Area, and Overnight Field Trips](#)

[MCPS Form 555-6, Parent/Guardian Approval Form—MCPS Transportation is Provided](#) OR

[MCPS Form 560-31, Parent/Guardian Approval Form—MCPS Transportation is Not Provided](#)

School Staff Sponsor Name _____ Title _____

Signature of Sponsor _____ Date ___/___/___

I certify that the above-mentioned forms have been reviewed and are attached to this form.

Signature of Principal _____ Date ___/___/___

For OSSI Use Only: Date Request Received: ___/___/___ Deadline Met: Yes No Logged Trip: _____

The trip is approved. The trip is denied. Reason for denial _____

Signature of DLAA _____ Date ___/___/___

Date of School Notification: ___/___/___ Phone E-mail Returned signed copy to school